

**STATE OF MONTANA
DISASTER & EMERGENCY SERVICES**

Draft Agenda - Applicant's Briefing

A. GENERAL

- Sign-in Sheet
- Applicant Packet

B. INTRODUCTION

- Fact Sheet
- Location of the Joint Field Office
- Authority - PL 93-288, as amended
- Introduction to Public Assistance Program

C. APPLICANT ELIGIBILITY

- Incorporated Counties, Cities and Towns
- Other legally constituted units of Local Government
 - School Districts
 - Irrigation Districts
- State Government Agencies and Departments
- Indian Tribes or Authorized Tribal Organizations
- Private Non-Profit (PNP) Organizations
 - Non-critical facilities
 - Apply to SBA
 - Critical Services

D. REQUEST FOR PUBLIC ASSISTANCE (RPA)

- Request for Public Assistance (RPA), FEMA Form 90-49
- Complete the RPA Form and return to the State Public Assistance Officer

E. DESIGNATION OF THE APPLICANT'S AGENT & APPLICANT ASSURANCES

- Explain the necessity of the Designation of the Applicant's Agent
- Explain the Applicant Assurances
- Complete and return the original to the State Public Assistance Officer – ASAP

F. PROJECT WORKSHEET (PW) PREPARATION

- Kickoff Meeting
- Cost Estimating Process/Role of the FEMA Public Assistance Coordinator
- Project Worksheet (FEMA Form 90-91)
- Categories of eligible work
- FEMA Schedule of Equipment Rates for Applicant Owned Equipment
- Special Considerations (Insurance, Mitigation, Environmental, Historical issues)

G. PROJECT APPLICATION

- Package Pick-up Checklist/State Contract with Subgrantees
- Project Worksheet (PW), FEMA Form 90-91
- Project Application Summary Report (P.2)
- State Public Assistance Grant Summary Report (S.1)
- Project Completion and Certification Report (P.4)

H. PROJECT FUNDING

- 75% Federal share and 25% State/Local share
- Explain the State Policy for the "25% State/Local Cost Share"
- Immediate Needs Funding
- Small Project Threshold
- Small Projects
- Large Projects
- Improved Projects
- Alternate Projects
- Administrative Allowance

I. PERFORMING APPROVED WORK

- Parameters (Scope of Work, Completion date, Cost estimate)
- Force Account Work (Document Labor, Equipment & Materials)
- Contract Work
- Bidding Requirements
- Engineering and Design Services
- Debarred Contractors
- Request for Improved and or Alternate Projects

J. TIME LIMITATIONS

- Emergency work – 6 months
- Permanent Work – 18 months
- Explain Time Extensions (Extenuating circumstances, etc.)

K. PROJECT COMPLETION

- Project Completion and Certification Report (P.4), (Must complete this form)
- Project Cost/Summary of Documentation
- Project Reviews
- Cost Overruns and/or Underruns
- Final Inspections
- Insurance Requirements
- Quarterly Progress Reports (Large Projects)

L. APPEALS

- Any FEMA determination can be appealed
- Cost Overruns (on small PW's)

M. QUESTIONS / ANSWERS

- Pick up all completed Request for Public Assistance (RPA's)

BRIEFING NOTES

Applicants' Briefing - The Governor's Authorized Representative and/or the State Public Assistance Officer will conduct the Applicants' Briefing. The briefing provides specifics about the disaster declaration and an overview of the procedures for applying for public assistance to applicants. These meetings are generally conducted within a few days after the declaration and the *Request for Public Assistance* (RPA) forms are distributed and collected at this time.

The State will convey the following information to potential applicants of who should attend the Applicants' Briefing:

- County Commissioners, Road Supervisor, Clerk and Recorder, Mayor, Public Works Director, City Clerk and the individual(s) who will be actually collecting and documenting the cost of the work, plus other individuals who will be doing the work, should attend this briefing.
- Potential applicants will complete the RPA form at the meeting to avoid delay in getting the process started. Once the RPA form is turned in, the subgrantee will be assigned a Public Assistance Coordinator (PAC) who will contact them to set a time and place for a Kickoff Meeting.
- If a potential applicant has an emergency work cash flow problem, have them complete a Immediate Needs Funding (INF) request, be sure to bring this request to the attention of the GAR.

During the Applicants' Briefing, the State will convey the following to applicants:

1. Compile a list of all damages and bring that list to their scheduled Kickoff Meeting.
2. The assigned PAC will show subgrantees how to prepare detailed descriptions and summaries for their small repair projects. By the end of the Kickoff Meeting, the subgrantee will have received the information that they need to proceed with disaster recovery and will understand what to expect.
3. Subgrantees will be asked to identify circumstances that require special review, such as insurance coverage, environmental and historic preservation requirements, and floodplain management. The earlier these conditions are known, the faster they can be addressed, and they must be addressed before funding can be approved.
4. Subgrantees are encouraged to participate fully in managing their repair projects, particularly small projects less than the approved threshold amount, per FEMA's allowable level which is adjusted annually on October 1 to reflect changes in the Consumer Price Index for all Urban Customers and published by FEMA in the *Federal Register*.
5. At the Kickoff Meeting, subgrantees should request clarification of anything that they do not understand and raise points on those items that they do not agree. Full discussion and regular interaction with the recovery team will help to resolve differences as they arise and expedite approval of their projects.
6. Subgrantees are encouraged to contact their PAC or the GAR whenever questions arise or they need assistance.
7. Subgrantees are responsible for maintaining records of completed work and work to be completed. The PAC will provide a detailed list of required records and can recommend ways of organizing them.

Kickoff Meeting - The first substantive meeting between the subgrantee and a FEMA representative (the assigned PAC), is called the Kickoff Meeting and occurs after the Applicants Briefing. The PAC contacts the subgrantee to set up the meeting. At this meeting the subgrantees damages will be discussed, needs assessed and a recovery plan of action put in place. The PAC will go over what is expected of the subgrantee, and provide detailed instructions on what to do and how to do it. This meeting is also the place to discuss any questions or concerns that the subgrantee may have about how the Public Assistance program and process works.